



## INSTRUCTION LETTER

**NOTE:** *claims not completed correctly will not be accepted*

**NOTE:** *Any creditor or investor who does not submit a Proof of Claim on or before the Claims Bar Date of August 4, 2017, your claim will be **barred and extinguished forever.***

### Completing the Proof of Claim

- 1 If you are completing the Proof of Claim on behalf of a corporation you must state your position or title, e.g. “president” or “credit manager”, etc.
- 2 Each of the following fields must be completed: Name, Address, City, Country, Telephone and Email.
- 3 Please indicate by checking the appropriate box whether you are claiming as an Investor or General Creditor.
  - a If you are a member of Bossteam E-Commerce or purchased advertising package(s), advertising credits, advertising points or shares in Bossteam E-Commerce, then you should submit a claim as an Investor.
  - b If you have provided goods or services to Bossteam E-Commerce or are otherwise owed money from Bossteam E-Commerce, then you likely have a claim as a General Creditor.
- 4 Evidence to support the amounts claimed must be attached.
  - a For Investor Claims – this would include copies of cancelled cheques or money orders, wire details to payments made to Bossteam E-Commerce, screenshots showing payments made online or receipts received.
  - b For General Creditors – this would include a Statement of Account, invoices and any other information necessary to prove your claim amount, containing details of the claim must be attached to your Proof of Claim and marked as “Schedule “A””. If you are filing a secured claim, you must provide a copy of your registered security document.

- 5 If you are making an Investor Claim please ensure all items set out in questions 7 to 11 are completed.
- 6 Please note that for your claim to be accepted you must confirm by checking the appropriate box that the information contained in the Proof of Claim is given by you as if it were made under oath or by solemn declaration.

#### **Submitting the Proof of Claim**

You may submit the Proof of Claim in any of the following three ways:

- 1 You may complete the Proof of Claim online, upload supporting documents, and submit all of those materials online;
- 2 You may download the Proof of Claim, complete it by hand, and then send that completed Proof of Claim along with supporting documents in PDF format to the Receiver at: [bossteam@ca.gt.com](mailto:bossteam@ca.gt.com); or
- 3 You may download the Proof of Claim, complete it by hand and then send that completed Proof of Claim, along with supporting documents, in hardcopy or by facsimile to the Receiver at the following mailing address:

Grant Thornton Limited  
333 Seymour Street, Suite 1600  
Vancouver, BC V6B 0A4  
Fax: (604) 685-6569  
Attention: Bossteam Claims

#### **Adjudication of Claims**

The Receiver will only adjudicate all claims received by August 4, 2017 Vancouver time.

If the Receiver disallows all or a portion of your claim, the Receiver will send you a Notice of Disallowance. If you disagree with the Receiver's findings, as set out in the Notice of Disallowance, you may appeal the Receiver's decision by following the appeal procedures set out in the Claims Process and Distribution Order. If you do not appeal the Receiver's decision in the manner and within the time limits set out in the Claims Process and Distribution Order, then you will be deemed to have accepted the Receiver's decision, as set out in the Notice of Disallowance.